

Dryz, Ray Mr

From: Roulain, Rhonda Ms
Sent: Saturday, September 07, 2002 1:35 PM
To: Adams, Johnny; Adams, Michael; Adams, Ronnie CSM/R; Akin, Charles; Amos, Joanne; Bailey, Peggy; Banks, Dachele; Battle, Leonard; Bereza, Elfriede; Billings, Kevin; Bonnette, Freeman; Broughton, Kenneth; Brown, Douglas; Bumgarner, John; Chandler, Walter; Chenevey, Matt; Ching, Sandy; Christ, Barbara; Conway, Shannon; Corner, Richard; Cummings, Willie CSM/R; Cuyler, Edward; Damman, Eric; Daniel, Wilma; Darden, Michael F. SFC(R); Davie, Ronald; Dennis, Priscilla; Dodds, Mike; Dodson, David; Dooley, Michael; Dryz, Ray; Duitsman, Leighton; Duncan, Patrick; Durham, George; Egger, Robert J. CPT; Ellis, Brian; Engemann, Jane; Espe, John; Fergason, Michael; Fergeson, Barbara; Flonnory, Lonnie; Ford, Plassie; Ford, Rose; Foster, Cheryl; Frank, Michael; Frazier, Linda; Frederickson, F.M. MAJ/R; Fry, Sue; Gaje, Gerardo; Galvin, Paula; Gardner, DCD-Harold; Gerace, Sam; Gerber, Stacy; Grays, Linda 1LT; Greenwood, Roy; Greggs, Shari; Gregory, Leo; Hartness, Larry; Haugh, David; Haymend, Tim; Henderson, David; Herndon, Mary; Herrera, Xavier; Hobbs, Harry; Holden, Steven; Holzheuser, Henry; Houston, Sam; Howard, Cynthia; Howard, John; Humphrey, Dee; Hunt, Michael LTC/R; Ingram, Matthew CPT; Irby, David; Jansen-Rees, Lisa; Johnson, ISD Randy; Johnson, Rita; Jordan, Karen; Keesler Jr, George; Kerr, Craig MAJ; Kerr, John; Krejcarek, Don; Kris, Lantgen; Kroeger, William MAJ; Lindsey, Sharyl; Livingston, Chad; Lockwood, David; Lofton, Van; Long, Jon; Lopez, Amarylis; Williams, Adam
Cc: Morris, Ellen Ms
Subject: FW: GPC/C.A.R.E. YEAR END CLOSE-OUT PROCEDURES

Rhonda J. Roulain
Government Purchase Card (GPC)
Agency Program Coordinator (APC)
Directorate of Contracting
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-----Original Message-----

From: Roulain, Rhonda Ms
Sent: Saturday, September 07, 2002 1:29 PM
To: Adams, Danielle; Aleandre, Barbi; Allen, Delbert; Amos, Joanne; Anderson, Brenda; Anderson, Kevin; Anderson, Lakesha; Armstrong, Julia; Arrol, Matthew; Ashley-Sawyer, Toni; Bailey, William; Baker, Christopher; Baker, David S.; Baker, John; Barfield, Chad; Barrera, Noe; Barton, Gary; Beazer, Annette; Bell, Sabrae; Bennett, Mary; Bertucci, Michael SFC; Bethune, Alisha; Blount, Donnis; Blythe, Carl; Bolte, Joseph; Bolton, Ronald L. Jr. MAJ; Bomgardner, Bruce; Boone, Daniel; Boudria, Felis; Bradford, Thomas; Bradley, Keith; Brogdon, Gregory; Brooks, Mary; Brown, Lakeshia; Bruni, Mike; Burgamy, Bruce; Burney, Kimberly; Burris, Bobbie; Butler, George; Butts, Joshua; Camp, James; Campbell, Cindy; Carey, Rebecca; Carnahan II, David; Carney, James; Carr, Stacy; Carter, Clarene; Carter, Kevin SFC; Castleberry, James; Cazarez, Eduardo; Chrestman, Lorie; Clay, Wilma; Cliatt, Anthony; Cliatt, Delisa; Coakley, Robert 1SG; Coby, Anthony; Cochrane, Dennis; Coffman, Gwendolyn; CONVERSION, MICHAEL SFC; Cook, Jacqueline; Cooper, Kevin; Cooper, Linda; Corlew Jr, Lewis; Cox, Donald 1SG/R; Cravens, Misty; Crusan, Lowen; Crutcher, David; Cuffe, William; Cunningham, Donna; Dacus, Galen; Davila, Victor; Dees, Karen; Delgado, Caesar; Dennis, Priscilla; Doggett, Roderick; Dorsey, Matt; Dubose, Calvin 1SG/R; Duckworth, MSTL Sheila; Duran, Margaret; Earls, Vaniser; Eddy, Ralph; Edmonds, Odell; Edwards, Travis; Elliott, John; Elliott, Nancy; Ellison, James; Estevez, Sheryl; Etheridge, John; Ewell, Patricia; Ft Sill Central Issue Facility; Steve, Coles
Cc: Stark, William Mr; Morris, Ellen Ms
Subject: GPC/C.A.R.E. YEAR END CLOSE-OUT PROCEDURES

NOTICE OF GOVERNMENT PURCHASE CARD / C.A.R.E. FY02 "YEAR-END CLOSEOUT POLICY & PROCEDURE GUIDANCE:

Please review GPC/C.A.R.E. Year-End Procedures and "mark your calendar" with critical dates.

FYI - CARDHOLDERS:

GPC PURCHASE CUT-OFF = COB FRIDAY, 20 SEPTEMBER 2002

- C.A.R.E. obligates at the time of merchant posting - therefore, **CARDHOLDER must ensure merchant process charge IMMEDIATELY * & "PRIOR" to GPC Billing Cycle Close 23SEP02.**
- Review C.A.R.E. Cardholder account ***frequently (minimum - daily)*** to ensure ALL transactions POST TIMELY, as required. **Contact the merchant immediately, if transactions do not post within required timeframe.**
- **Report all GPC transactions that HAVE NOT/WILL NOT post to your C.A.R.E. Cardholder account by COB 23Sep02**
- **TO YOUR ORGANIZATION RESOURCE MANAGER ASAP** - RM must complete manual financial management procedures to obligate the transaction.

Transaction Reconciliation/Statement Approval

Critical that Cardholders :

- Complete Transaction Log entries ***at time of purchase***
 - Review Transactions daily
 - Reconcile Transactions ***as they post***

CARDHOLDER SHALL COMPLETE Transaction Reconciliation/Statement Approval procedures NLT COB 24 September 2002!

Cardholders are limited to "one day = COB 24Sep02" to complete final GPC cycle procedures, therefore, it's critical that Cardholders review account frequently, keep RM's up to date, and complete all possible actions in advance of cycle close.

BILLING OFFICIALS

September GPC Billing Cycle closes @ 2400 on Monday, 23 September 2002.

- **SEP C.A.R.E. Invoice *CANNOT BE CERTIFIED until morning after cycle close* - or 24Sep02 AM.**
- **Additionally, Remember C.A.R.E. Invoice cannot be Certified until Cardholders have reconciled ALL Transactions and Approved Cardholder Statement - NO TRANSACTIONS/STATEMENTS IN "PENDING" STATUS.**

BILLING OFFICIALS SHALL CERTIFY THE 23SEP02 C.A.R.E. INVOICE NLT 6 PM, CMT Thursday, 26 SEPTEMBER 2002!

If you or your Alternate Billing Official will not be available to complete the procedures within the required timeframe, please notify DOC APC's and your Organization Resource Manager for assistance with alternative.

Contact your Organization Resource Manager with questions pertaining to/assistance with budget issues.

Contact Rhonda Roulain or Ellen Morris by phone, fax, or e-mail shown below if you have any questions regarding Year-end Closeout procedures, for additional information and/or assistance with GPC/Contracting issues.

Thanks in advance for your support and cooperation!

Rhonda J. Roulain
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Agency Program Coordinator (APC)
Directorate of Contracting
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